



CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to our office on or before _____ . Please submit the checked ☒ items.

Type of Appointment:

☐ New Appointment ☐ Renewal ☐ Promotion ☐ Others

Name of Appointee: YSSAKHAR A. SALAS

Office/Unit/Department: Department of Pure and Applied Chemistry

I. Government forms for completion:

- 1 ☒ Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)
Note: If this PDS form is generated in ecopy, it must be in the long size bond paper, in 4 pages with 2 sheets (attach work experience sheet) in 2 copies
- 2 ☒ Position Description Form (PDF) in 2 copies
Note: Must be signed by the head of office
- 3 ☒ Oath of Office in 2 copies
Note: Signed by the Head of Agency
- 4 ☐ Certificate of Nepotism in 2 copies
Only applicable to administrative position
- 5 ☒ Certificate of Assumption to Duty in 2 copies
Note: Must be signed by the immediate supervisor or head of office
- 6 ☒ Statement of Assets & Liabilities (SALN) in 2 copies
Note: Must be notarized and latest SALN

REMARKS

DATE RECEIVED

II Additional documents for submission:

- 1 ☐ Approved recommendation
- 2 ☒ NBI Clearance
- 3 ☒ Medical Certificate (blood test, urinalysis, chest x-ray, drug test)
- 4 ☐ Clearance (for transferee)
- 5 ☐ Performance Rating (IPCR)
☐ for promotion (2 rating periods)
☐ for transferee (latest rating period)
- 6 ☐ Approved transfer (for transferee)
- 7 ☐ Certification of leave credit balance (for transferee)
- 8 ☐ Service Record (for transferee)
- 9 ☐ NEURO EXAM (for Sec. Guards & new hired only)
- 10 ☒ TOR and DIPLOMA with original or authenticated copy from school in 2 copies
- 11 ☐ CSC Eligibility- (2 copies of original or authenticated copy from CSC)
- 12 ☒ License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies
- 13 ☐ Marriage Certificate (if applicable)
- 14 ☐ Birth Certificate (PSA)
- 15 ☐ Phil. Health No.
- 16 ☐ TIN No.
- 17 ☐ PAG-IBIG ID No.
- 18 ☐ Application Letter (Vacant position)

YSSAKHAR A. SALAS
SIGNATURE

Verified by:

ODHRM Staff

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () a ☐ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	SALAS		NAME EXTENSION (JR., SR)	
FIRST NAME	YSSAKHAR		N/A	
MIDDLE NAME	ALGODON			
3. DATE OF BIRTH (mm/dd/yyyy)	09/27/1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:			
7. HEIGHT (m)	1.65	17. RESIDENTIAL ADDRESS	36 KILBOURNE House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521-A	
8. WEIGHT (kg)	85	18. PERMANENT ADDRESS	36 KILBOURNE House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521-A	
9. BLOOD TYPE	O			
10. GSIS ID NO.	02004720724			
11. PAG-IBIG ID NO.	1210-3274-6373			
12. PHILHEALTH NO.	090503277149	19. TELEPHONE NO.	N/A	
13. SSS NO.	06-3189180-8	20. MOBILE NO.	09565210646	
14. TIN NO.	423-158-703-000	21. E-MAIL ADDRESS (if any)	yzakh_15@yahoo.com	
15. AGENCY EMPLOYEE NO.	V00881			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	SALAS			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MANAGBANAG			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALGODON			
FIRST NAME	ROSARIO			
MIDDLE NAME	ULBATA			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ALPHA CHRISTIAN SCHOOL	PRIMARY EDUCATION	1996	2002		2002	WITH HIGH HONORS
SECONDARY	LSU LABORATORY HIGH SCHOOL	HIGH SCHOOL	2002	2006		2006	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	TOKYO UNIVERSITY OF AGRICULTURE AND TECHNOLOGY	SHORT-TERM EXCHANGE PROGRAM FOR SCIENCE AND ENGINEERING	2009	2010		2010	JASSO SCHOLAR
	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	2006	2011		2011	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION IN CHEMISTRY	2015	2016	6		
	UNIVERSITY OF THE PHILIPPINES LOS BANOS	MASTER OF SCIENCE IN CHEMISTRY	2016	2021		2021	CHED

[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28.	INCLUSIVE DATES				SALARY/ JOB/ PAY GRADE /#		GOVT
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[illegible]

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A				

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Ethics in Research	04/20/2022	04/21/2022	12	Technical	Kapisanang Kimika ng Pilipinas
	NMR Spectroscopy: Beyond Structure Elucidation	03/25/2022	03/25/2022	3	Technical	University of the Philippines Los Baños Institute of Chemistry
	Southeast Asia Development Symposium 2022 Sustainable Solutions for Southeast Asia's Recovery	03/16/2022	03/17/2022	16	Technical	Asian Development Bank
	1st Applied Computational Sciences Research Symposium (ACRES 2021)	09/24/2021	09/24/2021	8	Technical	Computational Interdisciplinary Research Labs and University of the Philippines Los Baños
	Biodiversity Offsets in the Mining Sector: Capitalizing on Opportunities for Biodiversity and Ecosystem Services	10/15/2020	10/15/2020	4	Technical	Caraga State University
	Six Sigma Yellow Belt	06/23/2020	10/13/2020	170	Technical	University System of Georgia
	Industrial Biotechnology	08/28/2020	10/13/2020	60	Technical	University of Manchester
	HPLC Webinar Series	09/17/2020	10/08/2020	32	Technical	XPRT Ventures Inc.
	Global Environmental Management	09/01/2020	10/07/2020	50	Managerial	Technical University of Denmark
	Understanding Research Methods	08/27/2020	09/24/2020	40	Technical	University of London
	Trends and Approaches in Analytical Sciences II	09/12/2020	09/12/2020	3	Technical	De LaSalle University Central Instrumentation Facility
	Dragon Fruit Processing	07/14/2020	07/14/2020	1.5	Technical	Department of Science and Technology Industrial Technology Development Institute
	AAACU 22nd Biennial Conference and General Assembly	10/16/2018	10/18/2018	24	Technical	Asean Association of Agricultural College and Universities
	4th AFSA International Conference on Food Safety and Food Security	08/10/2018	08/12/2018	32	Technical	Asian Food Safety and Security Association
	18th PSSN Annual Scientific Conference (IConSIE 2018)	15/04/2018	18/04/2018	24	Technical	Philippine Society for the Study of Nature, Inc. (PSSN)
	Gender Sensitivity Training and Anti-sexual Harassment Orientation	23/03/2016	23/03/2016	8	Technical	Institute of Strategic Research and Development Studies
	1st Philippine Society of Biochemistry and Molecular Biology - Visayas Chapter Symposium on Advances in Biochemistry and Molecular Biology Research	01/15/2016	01/15/2016	8	Technical	Philippine Society of Biochemistry and Molecular Biology
	Training Workshop on Writing and Presenting Proposal Towards Building Science Culture in Eastern Visayas Region	10/01/2015	10/02/2015	16	Technical	National Academy of Science and Technology, Philippines Outstanding Young Scientists Inc.
	Orientation Seminar of Newly-Hired Regular and Part-Time Instructors	06/08/2015	06/08/2015	8	Technical	Visayas State University
	Understanding, Documenting and Implementing OHSAS 18001:2007	10/09/2014	10/10/2014	16	Technical	Neville Clark
	OHSAS 18001:2007 Hazard Identification, Risk Assessment and Determining Controls	09/18/2014	09/18/2014	8	Technical	Neville Clark
	Seminar on Meeting the Needs of Diverse UPOU ODeLearners	08/04/2014	08/04/2014	8	Technical	University of the Philippines Open University
	Integrated Core Tools Training	07/07/2014	07/11/2014	40	Technical	Neville Clark
	Implementing QA/QC in Analytical Chemistry Laboratories For ASEAN 2015	02/17/2014	02/15/2014	16	Managerial	Integrated Chemists of the Philippines
	Environmental Management System ISO 14001:2004 Internal Auditor Course	03/07/2013	03/08/2013	16	Managerial	Bureau Veritas
	Chemical Handling	06/15/2013	06/15/2013	8	Technical	Philippine Manufacturing Company of Murata - PM5127 Environment, Safety and Health

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	BADMINTON		N/A		VSU Faculty Association
					Integrated Chemists of the Philippines
					Philippine Society of Biochemistry and Molecular Biology
					Phil. Society for the Study of Nature, Inc
					Asian Food Safety and Security Association
					Society of Agricultural Educators in Region 8, Inc.
					Weed Science Society of the Philippines, Inc.

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☒ NO

If YES, give details: _____
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? ☐ YES ☒ NO

If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? ☒ YES ☐ NO

If YES, give details: _____
resignation from PMM (private) to pursue academe

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? ☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

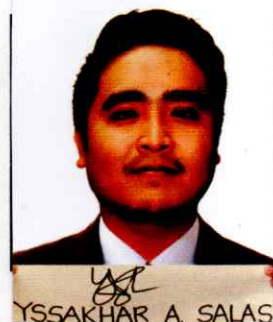
c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
PROF. JACOB GLENN F. JANSALIN	VSU, VISCA, BAYBAY CITY	565-0600, loc 1032
DR. EDGARDO E. TULIN	VSU, VISCA, BAYBAY CITY	565-0600, loc 1000
DR. ELIZABETH S. QUEVEDO	VSU, VISCA, BAYBAY CITY	565-0600, loc 1032

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC

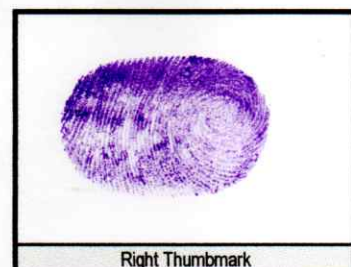
ID/License/Passport No.: 00011155

Date/Place of Issuance: SEPTEMBER 29, 2011 / MANILA

Signature (Sign inside the box)

MAY 31, 2022

Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: June 8, 2015 – Present
- Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Dr. Elizabeth S. Quevedo
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed course outline and syllabus
- Summary of Actual Duties
 - Teaches assigned chemistry subjects and performs other teaching related functions
 - Performs research and extension functions

- Duration: January 2012 – May 2015
- Position: Process Engineer
- Name of Office/Unit: PM5122 – Process Engineering
- Immediate Supervisor: Teruo Yoshida
- Name of Agency/Organization and Location: Philippine Manufacturing Co. of Murata, Inc., Tanauan City, Batangas
- List of Accomplishments and Contributions (if any)


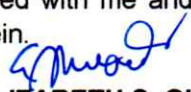
Murata Boy Award for 2 consecutive years (2013 and 2014)
Employee of the Year 2013
Best Improvement Project (2013 and 2014)
- Summary of Actual Duties
 - Process Improvement, Process Stability, Process Standards and Specifications,
 - Product and Quality Evaluation
 - Environment, Safety and Health (ESH) Officer and Internal Lead Auditor


YSSAKHAR A. SALAS

(Signature over Printed Name
of Employee/Applicant)

Date: May 31, 2022

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Instructor I	
2. ITEM NUMBER		3. SALARY GRADE	
VISCAB-INST1-59-2012		SG12-2	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Department of Pure and Applied Chemistry (DoPAC)		VSU, BAYBAY CITY, LEYTE	
9. PRESENT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
NA	NA	27,892.00	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DoPAC		Dean, College of Arts and Sciences	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, printer, laptop, projector, calculator			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): admin offices
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To conduct instruction, research and extension			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To perform instruction functions of the department			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
relevant masteral degree	NONE REQUIRED	NONE REQUIRED	RA1080
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2

3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	2												
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	2												
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.	2												
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	2												
21f. Functional Competencies	Competency Level												
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	2												
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	2												
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.	2												
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	2												
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	2												
21g. Technical Competencies	Competency Level												
Provides technical services qualitative and quantitative analyses for students and teachers.	2												
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level												
<table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> <th></th> </tr> </thead> <tbody> <tr> <td>90%</td> <td> 1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Revised teaching materials/guides and submit to department head b. Prepares and conducts evaluations/examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grades within prescribed period to the Registrar through the department e. Conducts consultation and tutorials to the students during scheduled consultation hours 2. Acts as thesis adviser to some students; check and revised their thesis outlines and manuscripts </td> <td>2</td> </tr> <tr> <td>5%</td> <td> 3. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Write and submits output for publications. </td> <td>2</td> </tr> <tr> <td>5%</td> <td> 4. Performs other functions, among others: a. Performs other functions assigned by the department head </td> <td>2</td> </tr> </tbody> </table>	Percentage of Working Time	(State the duties and responsibilities here:)		90%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Revised teaching materials/guides and submit to department head b. Prepares and conducts evaluations/examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grades within prescribed period to the Registrar through the department e. Conducts consultation and tutorials to the students during scheduled consultation hours 2. Acts as thesis adviser to some students; check and revised their thesis outlines and manuscripts	2	5%	3. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Write and submits output for publications.	2	5%	4. Performs other functions, among others: a. Performs other functions assigned by the department head	2	
Percentage of Working Time	(State the duties and responsibilities here:)												
90%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Revised teaching materials/guides and submit to department head b. Prepares and conducts evaluations/examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grades within prescribed period to the Registrar through the department e. Conducts consultation and tutorials to the students during scheduled consultation hours 2. Acts as thesis adviser to some students; check and revised their thesis outlines and manuscripts	2											
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5%	4. Performs other functions, among others: a. Performs other functions assigned by the department head	2											
23. ACKNOWLEDGMENT AND ACCEPTANCE:													
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.													
 YSSAKHAR A. SALAS Employee's Name, Date and Signature		 ELIZABETH S. QUEVEDO Supervisor's Name, Date and Signature											

REPUBLIC OF THE PHILIPPINES
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, Yssakhar A. Salas of
Department of Pure and Applied Chemistry (DoPAC)
having been appointed to the position of Instructor I
hereby solemnly swear, that I will faithfully discharge to the best of my ability, the
duties of my present position and of all others that I may hereafter hold under the
Republic of the Philippines; that I will bear true faith and allegiance to the same; that
I will obey the laws, legal orders, and decrees promulgated by the duly constituted
authorities of the Republic of the Philippines; and that I impose this obligation upon
myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.


Yssakhar A. Salas
(Signature over Printed Name
of the Appointee)

Government ID: PRC
ID Number : 0011155
Date Issued : 09/29/2011

Subscribed and sworn to before me this _____ day of _____
20____ in _____,
Philippines.

EDGARDO E. TULIN
(Signature over Printed Name
of Person Administering the
Oath)


Republic of the Philippines
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Yssakhar A. Salas has assumed the duties and responsibilities as Instructor I of Department of Pure and Applied Chemistry (DoPAC) effective .

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Salas as Instructor I.

Done this day of in .


ELIZABETH S. QUEVEDO
Head, DoPAC

Date:

Attested by:

HONEY SOFIA V. COLIS
OIC HRMO

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*